# Inmate Handbook and Orientation

## 503.1 PURPOSE AND SCOPE

This policy provides for the orientation of inmates booked into the Thurston County Sheriff's Office facility. The purpose of the orientation is to inform inmates of the correctional facility routine, rules, inmate rights and services.

## 503.2 POLICY

The Chief Deputy of Corrections shall provide an effective method of orienting all incoming inmates that includes an inmate handbook. The orientation should take place within 24 hours of an inmate’s admission and in any event prior to the inmate being moved to general population housing, and should be an ongoing process in the housing area so that the information is available to the inmates throughout their entire time in custody.

## 503.3 FEMALE INMATES

Information regarding the use of restraints on inmates who are pregnant, in labor, or in postpartum recovery should be provided to all female inmates of childbearing age during intake (RCW 70.48.500; RCW 70.48.501).

## 503.4 INITIAL ORIENTATION

To assist with the inmate's transition into a custody environment, the orientation will include the following topics, supplemented by a more detailed inmate handbook that will be provided to each inmate:

(a) Correctional Facility rules and disciplinary sanctions

(b) Correspondence, visiting, and telephone rules

(c) Availability of personal care items and opportunities for personal hygiene

(d) Inmate grievance procedure, including all steps and deadlines necessary to exhaust the grievance process

(e) Co-pays, fees, and charges

(f) Medical, dental, and mental health services

(g) Possibilities for pretrial release

(h) Programs and activities, including application procedures

(i) Classification/housing assignments and appeal procedures

(j) Court appearance, where scheduled, if known

(k) Sexual abuse and sexual harassment information, including the following (28 CFR 115.33):

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1. Correctional Facility's zero-tolerance policy
2. Prevention and intervention
3. Instruction on how inmates can avoid being victims of sexual abuse and sexual harassment through self-protection techniques
4. Reporting sexual abuse or sexual harassment incidents, including how to report such incidents anonymously
5. Treatment and counseling for victims of sexual abuse or sexual harassment
6. Mailing addresses and telephone numbers, including toll-free hotline numbers, where available, of local, state, or national victim advocacy or rape crisis organizations (28 CFR 115.53)
7. Information regarding confidentiality, monitoring, and mandatory reporting

(l) Contacting foreign consuls

(m) Requests for religious accommodations

(n) Emergency procedures (e.g., fires, evacuations)

(o) Voting, including registering to vote

(p) A list of approved items that inmates are permitted to possess

(q) A list of contraband items and definitions of excess property

(r) Privileged mail as opposed to personal mail

In addition to English, orientation information will be provided in the most commonly used languages for the inmate population.

The Chief Deputy of Corrections should consider enlisting the assistance of volunteers who are qualified and proficient in both English and the language in which they are providing translation assistance to translate the orientation information. Use of outside translation sources may also be considered.

Interpretive services will be provided to inmates who do not speak English or any of the other languages in which the orientation information is available.

A written and signed acknowledgment of the orientation and receipt of the handbook should be maintained in the inmate's permanent file (28 CFR 115.33).

## 503.5 ORIENTATION FOR NON-READERS, VISUALLY IMPAIRED, AND DEAF OR HARD-OF-HEARING INMATES

Inmates who cannot read, are visually impaired, or have intellectual, psychiatric, or speech disabilities, or limited reading skills shall have materials read to them by a member or presented to them using audible recorded media (28 CFR 115.16).

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Inmates who are deaf or are hard of hearing shall be provided with interpretation services. Reasonable efforts should be made by the members to assist the inmate in understanding the information.

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